AES*Direct* User Guide: Individual SED Filings

Everything you need to know to get started and get the most out of using AESDirect

Download Version 1.4
May 5, 2001

Welcome to AES*Direct*

AES*Direct* is a service provided by the U.S. Census Bureau to facilitate the electronic filing of SED (Shippers Export Declaration) information.

> *It's the fastest, easiest, least expensive, and most helpful way for exporters and their agents to comply with the regulations governing this filing.*

AES*Direct* **is free** – The Census Bureau maintains this site to facilitate the timely filing of SED information both to assist the trade community and to ensure accurate trade statistics – at no cost to you.

AES*Direct* **requires no investment** in specialized hardware, software or peripherals – you can use your current Internet connection to participate.

AES*Direct* **is totally secure** – it has been certified to U.S. Government standards for data security and encryption – and, by law, the data you submit is totally confidential and will not be released for any reason without your permission.

AES*Direct* **meets the recordkeeping requirements** of the U.S. Customs Service – your data is kept online for retrieval for the statuary five-year period.

AES*Direct* **is easy to use** – whether you're an exporter, freight forwarder, or NVOCC, it's designed to help you file your export data – and manage it. You can:

- Be operational within two days of registering
- File SEDs individually or in batch mode
- Have access to all your SED data online for review
- Create detailed reports about your shipments
- Eliminate re-keying by using prior SEDs to create new ones
- Never have to remember a code because you can look up everything online
- Link to government sites for HTS codes, denied parties, etc.
- Get toll-free help 12 hours a day 7 days a week (7AM to 7PM Eastern Time)

The bottom line?

Headache free compliance and a great system for managing your SED data. This User Guide will give you all the information you need to get started and to get the most out of AES*Direct* once you begin to file.

Log on at http://www.aesdirect.gov

How to Use the AES*Direct* User Guide

Overview

The AES*Direct* User Guide is based on input from hundreds of filers large and small, including exporters, forwarders, and NVOCCs. We've used their experience with the system to tell you everything you need to know to get started and get the most out of using the system once you begin to file. The guide:

- Explains all the features of AES*Direct* and gives you step-by-step directions for using them.

- Provides detailed explanations of all the information required to file error free SEDs.

- Highlights things that might cause a problem and explains how to avoid them.

- Points out tips and techniques for getting the most out of the system.

The User Guide has been designed to make it easy for you to find the information you need:

- The Table of Contents includes a complete listing of all topics covered in the guide.

- Questions are used as topic headings in each section to make it easy to find solutions to specific problems or issues.

- Bold italic is used to point out things that might cause a problem as well as tips and techniques others have found useful.

- The opening page of each section summarizes the topics covered there. These topics are also shown in the footers as another way of finding a subject you need to review.

- Cross references to specific pages are used as an aid to finding your way around the guide.

- The Appendix provides the detailed reference information you need to use AES*Direct* and properly complete your SED.

- The Index provides a complete listing with page references of all topics covered in the guide.

What You'll Find in Each Section

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Introduction

This section is important because it gives you the background and details of how the Customs AES system and AES*Direct* work together. It also explains when you must file an SED, what filing options can be used with AES*Direct,* and how to prepare your shipping documents when filing electronically. The section also includes a discussion of the types of confirmation messages you will receive from U.S. Customs and clarifies two types of responses that have proved confusing to some users.

Using AESDirect

This section gives you the nuts and bolts of how to get started, how profiles work, and how to use the system to create, file, retrieve, or delete SED shipment information. It also explains the recordkeeping options available. Step-by-step instructions are used as often as possible to show the sequence of activities to be followed.

AESDirect Help Features

This section explains in detail the features that make it easier for you to use AES*Direct.* These include online help screens, shipment status lights, color coding of data fields, lookup of data elements, and selection from pull-down menus. The section also explains the resources available in the Support Center and how to link to other government sites for more information.

Completing the SED Data Fields

This section provides detailed information on how to complete each of the six sections in an SED: Shipment Information, Ultimate Consignee, Intermediate Consignee, Commodity Line Item, Freight Forwarder, and Equipment Details.

It identifies when a section (or a data element within a section) is mandatory as well as situations in which an optional section (or optional data element) must be included in the filing. It explains in detail the information required in each data field, including field type (and length if applicable), Customs and Census requirements and definitions, exception procedures, typical trouble spots, tips and techniques other users have found helpful, and gives page references to detailed information in the main text or appendix.

Appendix

As noted earlier, this section provides the detailed reference information you need to use AES*Direct* and properly complete your SED.

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Introduction

What is the relationship between AES and AESDirect?

AESDirect is the U.S. Census Bureau's free, Internet-based system for filing Shipper's Export Declaration (SED) information. The information you submit is edited by AESDirect for accuracy and completeness before it is accepted and forwarded to **AES** (the U.S. Customs Service's Automated Export System).

As a result, once AESDirect has "accepted" your shipment, you can be sure that the information will be accepted by AES and you are free to move your cargo. Here's how it works:

Step 1: An exporter (or a freight forwarder or NVOCC filing on behalf of an exporter) submits the SED information over the Internet to AESDirect.

Step 2: AESDirect checks the information for accuracy and completeness and responds with either a shipment acceptance or an error message.

If there is a problem with the SED information you submitted, the AESDirect error message will tell you exactly which fields need to be corrected and why. Once you have corrected them and resubmitted your SED, you will receive an immediate shipment acceptance message from AESDirect.

> *Important: Once you have received an acceptance message with the XTN* for the shipment, you are free to move your cargo if you use the XTN in the AES Exemption Statement.**

Step 3: AESDirect now sends your accepted SED submission to the U.S. Customs AES system.

Step 4: The Customs AES computer accepts the data and sends a confirming response including the ITN* to AESDirect.

Step 5: AESDirect emails the detailed Customs response to the email addresses included in the SED along with the XTN. The message also appears in the "Shipment Status and Reporting" section under "USCS Status." See page 12 for more information on Customs responses.

Step 6: The filer includes an appropriate AES Exemption Statement on the shipping documentation which can be used by the Customs Inspector at the port of export to access the SED information for the shipment.

> **For details on the ITN, XTN, and the AES Exemption Statement see "How do I prepare my shipping documents when using AESDirect?" on page 10.*

When must I file an SED for a shipment?

For purposes of filing your SED information through AES*Direct*, an export shipment is defined as "all merchandise shipped from one U.S. Principal Party in Interest (USPPI) to one ultimate consignee, on one exporting carrier, to the same country, on the same day."

> *Important: The USPPI is the new definition for the exporter on a shipment. See the Appendix, page 73, for details.*

A separate SED filing is required for:

- All export shipments valued over $2,500 per individual Schedule B number from the United States to foreign countries or areas excluding Canada, except as noted below.

- All licensed shipments regardless of value, including those to Canada.

- All exports over $2,500 from the United States through Canada destined to a country other than Canada, i.e., transshipments.

- All export shipments over $2,500 to and from Puerto Rico and to the U.S. Virgin Islands.

Shipments involving multiple invoices, packages, or containers should be reported on the *same* SED.

For consolidated/containerized exports, current regulations require a *separate* SED filing for each Schedule B number over $2,500. Note that if a shipment is split between containers, the SED is based on the total shipment to a consignee, not the individual container.

An SED is *not* required for in-bond (in-transit) shipments, and they cannot be closed out by AES*Direct*. File using use form 7513 downloadable with Adobe Acrobat from the Census web site at http://www.census.gov/foreign-trade/regulations/forms/7513.PDF. Note that regulations require this form be filed on pink paper.

> *Important: The above information is intended as a brief summary of when an SED/AES record is required for an export shipment. It is in no way intended as a substitute for the Foreign Trade Statistics Regulations, the Export Administration Regulations, or the regulations of any other agency. For full information on this filing, please contact the appropriate Federal agency. See the Appendix, page 86 for Contact Information.*

What filing options do I have when using AESDIrect?

You have two options when submitting your SED information through AES*Direct*:

Option 2: Pre-departure Filing

When you register for AES*Direct* and become certified, you are automatically authorized to use the system to file your SED information pre-departure under Option 2. This filing option requires you to complete an accepted SED filing before your ship your cargo.

Option 4: Post-departure Filing

The AES system also includes an Option 4 privilege that allows a USPPI to send complete data up to 10 days after exportation. To apply for Option 4, you must submit a written letter of intent to the Census Bureau Foreign Trade Division. Those applying will be subject to review by several Government agencies prior to acceptance into the program.

> ***Note that Option 4 status is granted only to USPPIs. However, freight forwarders when authorized by the USPPI can apply for their clients and/or can submit shipment information post departure for USPPIs that have Option 4 status.***

> ***Important: If you are applying for Option 4, you can register for AESDirect as a normal filer. When you become authorized for Option 4, your account will be updated and you will be notified by email.***

See Appendix beginning on page 67 for AES Option 4 Letter of Intent Outlines.

How do I prepare my shipping documents when using AESDirect?

Because no paper SED accompanies your shipment, *you must include an AES Exemption Statement* on your shipping documentation (e.g., bill of lading, air waybill, or other commercial documents) so Customs can access and review the information you submitted.

In order to understand how to create the Exemption Statement, you need to first understand the two different types of numbers that can be used – the **ITN** and the **XTN**.

- **THE ITN – *INTERNAL* TRANSACTION NUMBER**
  The ITN is generated by the U.S. Customs AES system. It is the filer's "receipt" that the information submitted has been accepted by AES and resides in the system. The ITN is a 15-digit code with three parts:
  1. The letter "X"
  2. The year, month, and day of export (taken from the SED data filed)
  3. A random sequence of 6 digits, generated by the system and linked to your shipment information so it can be accessed by a Customs Inspector.

  An example of an ITN for a shipment on September 5, 2001 would be:

  X20010905123456

  Note that *the ITN changes every time* you amend or change data in an SED that has already been accepted. The new ITN is your "receipt" that the new data has replaced that in your former submission. As a result, one shipment may have several ITNs issued by AES.

- **THE XTN – *EXTERNAL* TRANSACTION NUMBER**
  The XTN is a number that is unique for each SED filed. It has two parts:
  1. The ID Number (*EIN, SSN or D-U-N-S*) of the filer i.e., the exporter or the freight forwarder filing on behalf of an exporter.
  2. The *Shipment Reference Number* created by the filer for that shipment.

  The Shipment Reference Number can be any alpha/numeric combination up to 17 digits. *It can be any combination the filer chooses, but it must be unique for five years.*

  Note that for a particular SED *the XTN never changes*. Even if you must amend or change data for the SED once it has been accepted, the XTN remains the same.

Recommended AES Exemption Statements

If you are using Option 2: pre-departure filing, you should enter one of the following AES Exemption Statements on your documents:

If an SED is required for the full shipment, state:

NO SED REQUIRED-AES - (filer EIN, SSN or D-U-N-S) - (shipment number)

If an SED is required for only a portion of the shipment, then state:

NO SED REQUIRED-AES - (filer EIN, SSN or D-U-N-S) - (shipment number) and REMAINDER OF SHIPMENT VALUED $2500 OR LESS PER INDIVIDUAL SCHEDULE B NUMBER

This Exemption Statement must appear on the first page of the bill of lading, air waybill, or other commercial loading document and must be clearly visible.

The Exemption Statements shown above use the XTN. AES*Direct* recommends *always using the XTN* rather than the ITN because it does not change no matter how many times you amend your shipment information. It is also easier to program into your in-house computer system or create a stamp for.

The Exemption Statements shown above are for use by filers submitting SED information pre-departure under Option 2. For a list of Exemption Statements that can be used by AES*Direct* filers, including Option 4: post-departure filing, please see Appendix, page 72.

What are U.S. Customs AES responses and what do they mean?

Once AES*Direct* has submitted your shipment information and it has been accepted, the Customs AES computer sends a confirming response to AES*Direct*.

AES*Direct* then emails this detailed Customs response to the email addresses included in the SED. The email message includes the following information:

- One or more 3-digit codes indicating the status of your submission
- The USPPI for the shipment
- The XTN number for the shipment for use in the AES Exemption Statement
- ITN number for the transaction issued by AES

This information is also displayed for all shipments in the Shipment Status and Reporting section. To view the 3-digit "USCS Response," click on the status shown, e.g. "Accepted".

What the AES Reponses Mean

Because AES*Direct* has accepted your shipment, you will always get a shipment acceptance response. Note, however, that you may receive one or more of the following "warning" or "verify" messages that have proved confusing to some users. The meaning of these messages and actions required on your part are explained below.

Late Shipment Warning Message

335 INFO ERR - SHIPMENT REPORTED LATE

This message indicates that a shipment was accepted by AES after the departure date listed on the shipment.

Important: If you receive this error, you should check the shipment to ensure that the departure date is correct. If the departure date is correct you need do nothing. If the departure date is incorrect, correct it and resubmit the shipment to AESDirect. See Appendix page 61, #9 for details.

Commodity Data Verify Messages

(996) SHIPMENT ACCEPTED – MUST VERIFY DATA

This message indicates that the commodity data submitted appears inconsistent. The second part of the error message specifies the data item that is likely to be invalid, e.g.:

8L1 VERIFY - VAL/QUANT 1 OUT OF RANGE LOW
8L2 VERIFY - VAL/QUANT 2 OUT OF RANGE LOW
8H1 VERIFY - VAL/QUANT 1 OUT OF RANGE HIGH
8H2 VERIFY - VAL/QUANT 2 OUT OF RANGE HIGH
8QR VERIFY - QUANT RELATION OUT OF RANGE
8VW VERIFY - VALUE/SHIP WEIGHT OUT OF RANGE
8W1 VERIFY - SHIP WGHT/QUANT 1 OUT OF RANGE
8W2 VERIFY - SHIP WGHT/QUANT 2 OUT OF RANGE

AES maintains tables of typical relationships between the quantities that are reported in AES, i.e.,1st Quantity, 2nd Quantity, Gross Weight, and Value. These relationships reflect the Census Bureau's export parameters or statistical averages.

When the relationships among these quantities fall outside the ranges Census usually finds for a particular commodity, one or more of the above messages will be generated to alert you to the fact that this data **may** have been entered incorrectly.

Important: When you receive one of these messages you should check that all of the information for the commodity in question has been reported correctly. If the information reported is correct you need do nothing. If you find that the commodity data has been reported incorrectly, you should correct it and resubmit the shipment to AESDirect.

How to Get Complete Information on AES Reponses

If you receive a message and you do not understand its meaning, go to the AES*Direct* web site. Click on the Support Center and scroll down to the section entitled AES Responses. Enter the 3-digit code from the AES response you received and then click the "View" button. A complete description of the message's meaning and the action (if any) required on your part will be displayed.

Using AES*Direct*

How do I complete the AES*Direct* online registration and certification process?

Step 1: Read the Terms and Conditions for Using AES*Direct*
These can be found in the Appendix, page 61.

Step 2: Complete the Online AES*Direct* Registration Form
After you submit the registration form the following will happen:

1. An AES*Direct* filing account will be created for your company.

2. When your AES*Direct* account has been set up, you will receive an email that will provide your AES*Direct* Username and Password. Note that it is your responsibility to keep these secure.

Step 3: Download the AES*Direct* Tutorial
From the Tutorial page you can download the four lessons that comprise the tutorial. You may complete them at your own pace and in any order you choose. Note that in order to become a fully authorized user of AES*Direct* (and begin to file your SEDs), you must pass the tutorial quiz. Both this User Guide and Lessons 1-4 will prepare you for passing the quiz.

- *Lesson 1 – Introduction*
  This lesson will give you some general information about AES*Direct* and introduce its functions.

- *Lesson 2 – USPPI Setup*
  This lesson will let you practice creating a USPPI Profile, which is the first thing you must do to file SED information through AES*Direct*.

- *Lesson 3 – Inputting an SED*
  This lesson will let you practice creating an SED and become familiar with several of the Help features in AES*Direct*.

- *Lesson 4 – How do I . . . ?*
  This lesson provides a recap of some of the most important items to be aware of when filing your SED information.

  Important: If a data entry field in the lesson is highlighted and you cannot use the tab key to move to the next field, it means that the data you entered has a typo that must be corrected before you can proceed.

Step 4: Pass the Tutorial Quiz and Notify AES*Direct*

You will need your AES*Direct* username and password to take that quiz. Note that you may take the quiz as often as you wish and no record is kept of your responses. However, when you pass the quiz, **be sure to click** on the button to inform AES*Direct* staff so that they can notify Census to set up your AES account*.*

> *Important: If you do not click on the button, you will not be certified and will have to take the quiz again.*
>
> *As a precaution, print the page congratulating you on passing the quiz and keep it as a back-up in case of a problem.*

Step 5: Receive Authorization to File through AES*Direct*

You will be notified by email when your account has been fully activated for filing through AES*Direct*. Your activation notice will also specify which AES filing status your account has been authorized for. The options are:

- *AES Option 2 pre-departure filing approved*
  This means you have been certified to report export information pre-departure. If you have applied for post-departure, this filing status means that AES*Direct* is still awaiting confirmation from the approving federal agencies. For questions on the status of your Option 4 post-departure application, please call Census at 1-800-549-0595.

- *AES Option 4 post-departure filing approved*
  This means confirmation has been received from the approving agencies and you have 10 days after export to file your SED information.

Step 6: Log In to AES*Direct*

Using the username and password you were issued at registration, you can now log-in to AES*Direct* and begin filing your SED information. Click on AES*Direct* under the Log-In on the Home Page, enter your username and password when prompted, and you will be taken to the AES*Direct* Main Menu.

> *Important: All filers for a company use the same username and password. That means that the default email address for a shipment will always be the one included in your company's online registration submission. However, you can overwrite or change the email address(es) for any shipment. See page 44 in the Shipment Information section for details.*

Special Considerations for EDI Upload and Other Filing Options

If you intend to use EDI Upload in the future:

When you register for AES*Direct* you should fill out the EDI Upload section of the registration form if you intend to use AES*Direct* for EDI upload filing of SED information at a later date.

> *Important: If you have already registered for AESDirect and now wish to start using EDI Upload, please contact AESDirect at 1-877-715-4433 or email* boc-support@tradegate2000.com

Additional information about EDI upload is available in the Development Center on the aesdirect.gov web site.

If you are using an AES*Direct* Certified Software Vendor:

Please contact your vendor when you register for AES*Direct*. They will need to check that the software you are using is the version that has been certified, and they will need to confirm that to AES*Direct*.

If you are using another software vendor or custom developed software:

Once you have passed the quiz, a test account will be created for you to start testing your EDI Upload. Once you have passed the AES*Direct* EDI upload certification script, your production account will be updated to include EDI Upload filing and AES*Direct* will inform you that you can begin filing through this option.

How do I get started using AESDirect once I have been certified?

Before you can submit your SED information, you must set up a USPPI Profile. The USPPI (U.S. Principal Party in Interest) is the new definition for the exporter on the SED. For details, see the Appendix, page 73.

> If you are an *exporter* filing your own SED information, this is *your profile* and has to be set up only once.

> If you are a *freight forwarder*, you must set up *a profile for every exporter* for whom you submit SED information.

AES*Direct* lets you set up your profile(s) online and use them immediately.

Here's how to do it.

Step 1:   Click "USPII Profile Setup" on the AES*Direct* Main Menu or on the "Create New Shipment" screen.

Step 2:   Enter the information for this exporter in the fields provided. All items in red are mandatory – For some the following conditions apply:

- **Company Name** – Note that you must *not* use the ampersand (&) character. You must spell out "and" instead. Putting an ampersand in a field will cause the data to be cut off at the "&".

- **ID Number** – Only certain numbers can be used as the ID number when setting up a USPPI code. Listed below is each type of acceptable number and how to enter it when setting up a USPPI code. All ID Numbers must be entered without dashes:

    - ID Type: U.S. Employer ID Numbers (EIN)
      Format: 9 Numeric or 9 Numeric followed by 2 Alphanumeric
      Examples: 999999999 or 999999999BB

    - ID Type: U.S. Social Security Numbers (SSN)
      Format: 9 Numeric
      Example: 999999999

    - D-U-N-S number: Dun & Bradstreet company number
      Format: 9 Numeric
      Example: 999999999

- ID Type: Foreign Entity (Foreign Passport Number)
  Format: 11 Alphanumeric - If Number is less than 11 characters pad with zeros (0) to 11 characters, If number is greater than 11 characters use only the first 11
  Examples: ABC1234567890 would be reported as ABC12345678; ABC123 would be reported as ABC12300000

- ID Type: Foreign Entity (Embassies)
  Format: ISO country code of embassy, followed by EMBASSY, padded by zeros (0) to 11 characters
  Example: USEMBASSY00

- **ID Type** – Click on the ID Type for the number you have entered in the pull-down box.

- **State** – Click on the correct state in the pull-down box and the 2-digit state code will be entered in the field.

Step 3: When all items have been entered, click the "Save USPPI" button and wait for a reply from AES*Direct*.

Step 4: If AES*Direct* identifies any errors, correct them and hit the "Save USPPI" button again.

Step 5: When the exporter profile is complete, the system will respond immediately with a USPPI Code. The code will be in the format AAAA111111111, i.e., a 4-digit alpha and the ID Number.

If you are a freight forwarder:
Your exporter is now set up and ready to use. Remember, when filing SED information you need only enter the USPPI code or do a Lookup on your exporters to find their codes.

When using the "USPPI Profile Setup", you can set up another exporter right away by clicking the "Another USPPI" button to clear the form and do another.

> *Please note: If you are a freight forwarder using EDI Upload to submit your SED information, a profile will be created automatically for each new exporter so you will not need to set up a USPPI Profile online.*

How do I set up and use Consignee Profiles so that information does not have to be re-keyed?

There are two ways to create or update Consignee Profiles:
- Use the Consignee Maintenance section
- Create a new Consignee Profile as part of an SED filing

Using Consignee Maintenance to Create or Update a Profile

The Consignee Maintenance section allows you to enter a new consignee profile or edit an existing profile. Whether you are an exporter or a freight forwarder, the *process* is the same.

Here's how it works.

Step 1: Click Consignee Maintenance on the AES*Direct* Main Menu.

Step 2: *To set up a new consignee*, enter the information for this consignee in the fields provided. All items in red are mandatory – For some of these the following conditions apply:

- **Consignee Code** – You must enter a code of your choice.

- **Company Name** – Note that you must *not* use the ampersand (&) character. You must spell out "and" instead. Putting an ampersand in a field will cause the data to be cut off at the "&".

- **State** – Note that state codes are required for Mexican consignees. Refer to the Mexican state codes found in the Appendix on page 85, or use Lookup next to the state field.

- **Country** – Enter the 2-digit code or use Lookup.

  To edit a Consignee Profile, enter the USPPI code and consignee code in the upper portion of the screen and click continue. The profile will be retrieved and you will be able to amend it. You may also use Lookup to retrieve the profile.

Step 3: When all items have been entered or amended, click the "Add/ Update Consignee" button to send the information to AES*Direct*.

> *Note that you do not receive a confirmation from AESDirect when you submit this information. Rather, you may access and review the information residing on the AESDirect system by entering the code for the consignee or using Lookup.*

Creating a New Consignee Profile as Part of an SED Filing

When you file an SED, AES*Direct* will automatically check to see if you have a profile set up for the same consignee using the name and address you enter. If you have **not**, AES*Direct* will automatically create a new profile and assign a code.

Once your SED has been filed, the consignee is available for future selection by using the assigned code or Lookup. To update or amend the information, use Consignee Maintenance.

> ***Important: If you are a forwarder, consignees are linked to a specific USPPI. Therefore, for every new combination of USPPI and consignee, you must create a new profile for the consignee. That means that even if a consignee profile has already been created for another exporter, you must create a new profile if you have a new USPPI-Consignee combination.***

How is the SED information for the Freight Forwarder handled in AESDirect?

The Freight Forwarder information required for a complete SED submission varies depending on whether the filer is an exporter or freight forwarder.

Exporter Filings

If you are an exporter and *not* using a freight forwarder, you do not need to complete the Freight Forwarder section. However, if you are an exporter using a freight forwarder, you *must* complete the Freight Forwarder section of the SED. Note that once you complete the information in your first filing, you can retrieve the freight forwarder information for later shipments to avoid re-keying.

Here's how it works.

- When you complete the Freight Forwarder section of the SED, you may include your own code for the forwarder you are using on the shipment. If you do *not* enter a code, AES*Direct* will create one when your shipment is accepted.

- AES*Direct* stores all freight forwarders you have entered in the system, linked to your USPPI code.

- On future shipments, you need only input the code, and all the required information will be attached when the SED is submitted to AES.

- If you need to change any information for a forwarder, simply enter the correct data on the next transmission and it will overwrite the existing data in the service center when your SED is accepted by AES*Direct*.

Freight Forwarder Filings

If you are filing as a freight forwarder, your profile has been created by AES*Direct* based on the information you submitted when you registered. As a result, you do not need to complete the Freight Forwarder section:

- When you log-in to the system, AES*Direct* uses your username and password to identify your profile.

- AES*Direct* automatically adds your profile information to your SED prior to submitting it to AES.

- If you wish to list another office of your company as the freight forwarder for a particular shipment, complete the Freight Forwarder section with the appropriate information.

How do I create an SED for a shipment?

To create an SED, click on "Create New Shipment" on the AES*Direct* Main Menu. A new screen will open with three input fields: USPPI Code, Consignee Code, and Shipment Number. These fields are optional at this point, but entering them here saves time later.

USPPI Code

- If you are an **exporter**, enter your code.

- If you are a **forwarder**, enter the code for the exporter for whom you wish to submit an SED.

  Note that a USPPI Profile must be set up separately, before you can submit an SED for an exporter.

  For details on creating the USPPI Profile see "How do I get started using AES*Direct* once I have been certified?" on page 18.

Consignee Code

- Lookup is available for Consignee Codes once the USPPI code is entered.

- Consignees available through Lookup include those for whom a profile has been created or those who have been included in a previously filed SED for the exporter.

  For details see "How do I set up and use Consignee Profiles so that the information does not have to be re-keyed?" on page 20.

Shipment Number

- Enter the Shipment Reference Number you wish to use for this shipment.

- This is you own reference number and can be any combination of alpha/numeric up to 17 digits.

  Note that a Shipping Reference Number for a USPPI must be unique for five years.

When you have completed the fields (or if you do not wish to enter the information at this time), click the "Continue" button to proceed to the Shipment Viewer from which you can complete your SED.

From the Shipment Viewer, select the section you wish to complete or edit from the scroll box in the upper left corner of the screen and click the "Edit Section" button.

You will be taken to a screen that lets you edit the data in that section of the shipment. When you have finished entering the data in that section you have two options. You can:

- Click the "View SED" button to return to the Shipment Viewer, or

- Select another section in the scroll box and click the "Edit Section" button to move to that section to review or enter new data.

Remember: You must return to the Shipment Viewer before you can submit your SED to AESDirect.

For instructions on completing each section of the SED see the "Completing SED Data Fields" section beginning on page 43.

What is the Shipment Viewer and why is it important?

The Shipment Viewer is the "Control Center" for AES*Direct.* After starting to create a shipment or after retrieving a shipment, you will be taken to the Shipment Viewer. Here you can review, submit, and print your SED, plus access the SED sections you wish to create or edit. Each of these options is described below.

Reviewing SED Information

The Shipment Viewer is the *one* screen on which all the SED data for your shipment are displayed.

At the top center and right of the screen are two columns where color bars are displayed. You can review all the data in a section by clicking on the arrow on the right-hand side of the bar.

> ### Column One – General Information
> There are five general information sections on the SED. As noted below, some of these are mandatory for all shipments; some are conditional depending on the shipment details; and some are optional, but can be completed if you choose.
>
> - **Shipment Information**
>   This section is mandatory for *all* SED filings. See page 44 for details on how to complete this section.
>
> - **Ultimate Consignee**
>   This section is mandatory for *all* SED filings. See page 49 for details on how to complete this section.
>
> - **Freight Forwarder**
>   This section is mandatory for exporters who are using a freight forwarder. It should also be completed by freight forwarders who wish to list another office of their company as the forwarder. See page 56 for details on how to complete this section.
>
> - **Intermediate Consignee**
>   This section is *not* required for any SED filing, but it is a good idea to enter the information for your reference later. See page 49 for details on how to complete this section.
>
> - **Equipment Details**
>   This section is *not* required for any SED filing. See page 58 for details on how to complete this section.

Column Two – Commodity Details

You must complete at least one Line Item to file an SED. A separate line item is required for each Schedule B number valued $2,500 or more.

Note that when two or more items are classified under the same Schedule B number, they should be reported as one line item with a single quantity, shipping weight, and value unless a validated license requires otherwise or the shipment consists of a combination of foreign and domestic merchandise classified under the same Schedule B number.

Line items for Schedule B numbers valued under $2,500 should not be reported.

See page 51 for details on how to complete this section.

Shipment Status Lights

The color bars on the Shipment Viewer screen also act as "Shipment Status Lights" that show you whether your shipment information is *complete* and ready to submit to AES*Direct*. The system works as follows:

- **Green Light**
  All of the mandatory data fields in the section have been filled in. This section is ready to submit.

- **Yellow Light**
  Information is missing from at least one mandatory data field. Click on the arrow on the right hand side of the yellow bar to review the data entered in the section so far. You must edit the section and correct the omissions or the SED will not be accepted by AES*Direct*.

- **Red Light**
  No data has been entered in the section. This will not be a problem if a section is optional or conditional, e.g. equipment codes. However, if the section is mandatory for this filing, the shipment will be rejected by AES*Direct*.

- **All Lights Green on Mandatory Sections**
  Your SED is "Good to go!" – the SED information is complete and ready to submit.

Note that at this point AESDirect has NOT validated your entries. It has merely determined that all required fields contain data. When you submit your SED you will be notified immediately of errors that must be corrected before the SED will be accepted by AESDirect.

Submitting an SED

When you are ready to submit your SED, click on the "Submit SED" button on the left-hand side of the Shipment Viewer screen. For full details see "How do I submit my SED to AES*Direct*?" on page 28.

Printing an SED

If you want to print a hard-copy of the SED, you should first submit it to AES*Direct*. When you receive your acceptance message, retrieve the shipment information as explained on page 29 but click on the "Print SED" button.

Accessing SED Sections for Data Entry or Corrections

From the Shipment Viewer screen you have access to all sections of the SED from the white scroll-down box in the upper left corner of the screen. To edit the data in any section, select the section and click on the "Edit Section" button.

> *Note that you can clear all the data in a section of an SED you are editing by clicking on the "Clear Section" button. If you then return to the Shipment Viewer, the section will be shown as deleted.*

Accessing Other Sections of AES*Direct*

From the bottom left of the Shipment Viewer screen, you can also access other sections of AES*Direct*, including the Main Menu, Create a Shipment, Retrieve a Shipment, Status and Reporting, USPPI and Consignee Maintenance, and the AES*Direct* Home Page.

How do I submit my SED to AESDirect?

To submit your shipment information, you must be in the Shipment Viewer section. Simply click on the "View SED" button from any section of the SED to return to the Shipment Viewer.

If all the color bars for the mandatory sections for this shipment are green, it means that all required fields have data in them and you are ready to submit your SED to AES*Direct*. (For more information on the color bars, see "Shipment Status Lights" on page 35.)

When you are ready to send, click the "Submit SED" button. A blank window will open. After your submission has been checked for accuracy, the AES*Direct* response will be shown in this window.

- *If there are errors in your shipment*, the AES*Direct* response will give you the details of what you must change to correct the problems uncovered in the edit check of your submission.

  It is recommended that you leave the window open while you correct the errors. To do so, you should minimize the window and open it as needed to review the error message.

  When you have corrected the errors, close the response window and click the "Submit SED" button.

- *If your shipment is accepted*, the window will display the acceptance message.

  Acceptance means that your shipment has been added to the AES*Direct* database and has been submitted to the Customs AES system.

  AES*Direct* will forward the detailed Customs AES response to the email addresses specified in the shipment. The response can also be found in the Shipment Status and Reporting section under "USCS Status".

  Important: Your shipment will NOT be stored in the database or sent to AES unless you receive an acceptance message. That means that if you close your browser session before your SED is accepted, all data you have entered will be lost and will have to be re-entered.

How do I retrieve a shipment to make corrections?

There are two ways to retrieve a shipment that you have previously filed through AES*Direct* to make corrections.

Here's how they work.

Use the Retrieve Shipment Function:

Step 1: Click on "Retrieve Shipment" on the AES*Direct* Main Menu or from the links on other screens.

Step 2: You will be prompted on the next screen to enter the USPPI code and shipment number for the shipment you wish to retrieve. You may enter one or both of these data elements.

- If you are an **exporter**, you are the USPPI and need enter only the shipment number. If there is a shipment that matches the number, it will be retrieved.

- If you are a **forwarder** and enter **both** the USPPI and the shipment number and a matching shipment is found, it will be retrieved from AES*Direct*. If you enter **only** a shipment number (and there is a single matching shipment number for all the exporters in your account), the shipment will be retrieved from AES*Direct*.

Use the System Status and Reporting:

Step 1: Go to the Shipment Status and Reporting section where the shipments for the USPPI are displayed.

Step 2: Click on the number of the shipment you wish to retrieve.

When the shipment has been retrieved, you will see a screen with the USPPI code, Shipment Number, and Shipment ITN displayed. If this is the shipment you wish to view or edit, click the "View SED" button which will take you to the Shipment Viewer.

From the Shipment Viewer you can then select the section you wish to correct. When the shipment is accepted the new information overwrites the data both in AES*Direct* and in AES.

How do I use a prior shipment as a template for a new shipment?

Begin by retrieving the shipment as explained on the previous page but click on the "Use As A Template" button. Once you are in the Shipment Viewer follow this process:

Step 1: Highlight the Shipment Information section and then click on the "Edit Shipment" button.

Step 2: Enter a new Shipment Number and Departure Date.

Important: You MUST create a unique Shipment Number to use a prior SED to create a new one. Note that:

- *When you change the number, a new shipment will be created with that number once your submission is accepted by AESDirect.*

- *If you DO NOT change the number and you make changes to the shipment, when your submission is accepted the new information will OVERWRITE the original shipment in both AESDirect and U.S. Customs AES records.*

Step 3: Replace the data in any fields of the SED that are different for this shipment and resubmit to AES*Direct*.

Note that you can clear all the data in a section of an SED you are editing by clicking on the "Clear Section" button. If you then return to the Shipment Viewer, the section will be shown as deleted.

How do I delete a shipment that has been cancelled?

You can delete a shipment that has been cancelled (but has already been filed through AES*Direct*) from the U.S. Customs AES system.

Here's how it works.

Step 1: Click on '"Delete Shipment'" on the AES*Direct* Main Menu or from the links on other screens.

Step 2: You will be prompted on the next screen to enter the USPPI Code and the Shipment Number for the shipment you wish to delete. When you have entered both items click the "Continue" button.

Step 3: If the shipment you requested is found, you will receive confirmation that your "Delete" request has been accepted for processing.

Step 4: Your shipment will be deleted from U.S. Customs AES but will remain in AES*Direct* and will be marked as "Deleted" in Shipment Status and Reporting. This allows you to keep a complete audit of your shipment transactions and also allows you to retrieve the shipment, resubmit it, or amend it to create a new shipment as explained on pages 28-29.
.

> ***Important: If one of your accepted shipments did occur, but did not comply with the original data filed (e.g., export date, mode of transport), do NOT delete the shipment and try to re-enter it. Instead, retrieve the shipment, change the appropriate data elements and re-submit using the same shipment number as described on page 29.***

What is Shipment Status and Reporting and how does it work?

The Shipment Status and Reporting section lets you have access to all your SED data online for review or retrieval, plus lets you create detailed reports about your shipments.

Here's how it works.

Step 1: The first time you enter Shipment Reporting, you will be asked to set up a User Profile. The profile stores the preset reports that you would like to see, and, for forwarders, the exporter that you would like to be your default USPPI.

- *Preset reports* are for specific time frames that are most meaningful for your business. For example, if most of your shipments are by vessel you might select weekly or monthly preset reports. On the Southern Border, you would probably opt for daily and weekly preset reports. You can choose up to four reports from those available.

- *Default USPPI* is the exporter that is used each time you enter Shipment Status and Reporting. You can always override this choice by selecting "all" for USPPIs to be shown.

Step 2: When you are finished editing your User Profile, click "Change" and the Shipment Status and Reporting screen will load. You can edit your User Profile at any time by clicking the "Edit User Profile" link at the bottom of the screen.

Step 3: The title bar at the top of screen displays the information contained in the preset reports you selected. To create a custom report, enter a date range (and USPPI code if you are a forwarder). Note that you can create custom reports by exporter, consignee, or carrier.

Step 4: You can retrieve a shipment for review, correction, or deletion by clicking on the shipment number. To view any messages from U.S. Customs click on the "USCS Status" of a shipment. A window will open with the messages received from U.S. Customs.

Step 5: To print a report, click on the "Print" button in your browser. If you have trouble printing from the shipment reporting screen, you probably do not have your browser print option set correctly. Click on the Help link on the bottom right-hand side of the screen and scroll down to obtain setup information.

AES*Direct* Help Features

What are the Assistant and Help features?

AES*Direct* Assistant

In the upper right-hand corner of each page of the SED filing and retrieval sections of AES*Direct*, there is a bulleted list that explains what must be done to complete the section properly.

AES*Direct* Help

Every section of AES*Direct* has a Help link where you will find a brief explanation of how the field should be completed; whether it is mandatory, conditional, or optional; and the conditions under which an optional field becomes mandatory.

> *Note that certain fields in the data entry sections have a Help link with detailed information specific to that field.*

What color coding features does AESDirect use to help me complete my SED properly?

AES*Direct* has two color coding features.

Color Coding of SED Fields

Some fields of the SED are mandatory for all shipments, some are conditional depending on the nature of the shipment, and others are at the discretion of the filer. To help you fill out a section correctly, AES*Direct* uses the following color-coding system:

- Mandatory fields are shown in **red**.
- Conditional fields are shown in **blue**.
- Optional fields are shown in **black**.

In addition, the Help screen for each section identifies when an optional field becomes mandatory and also explains what information needs to be entered or selected for each field.

Shipment Status Lights

The color bars on the Shipment Viewer screen show you whether your shipment information is *complete* and ready to submit to AES*Direct*. The system works as follows:

- **Green Light**
  All of the mandatory data fields in the section have been filled in. This section is ready to submit.

- **Yellow Light**
  Information is missing from at least one mandatory data field. Click on the arrow on the right-hand side of the yellow bar to review the data entered in the section so far. You must edit the section and correct the omissions or the SED will not be accepted by AES*Direct*.

- **Red Light**
  No data has been entered in the section. The shipment will be rejected by AES*Direct* if this section is mandatory for this filing.

- **All Lights Green on Mandatory Sections**
  Your SED is "Good to go!" – the SED information is complete and ready to submit.

  Note that at this point AESDirect has NOT validated your entries. It has merely determined that all required fields contain data. When you submit your SED you will be notified immediately of errors that must be corrected before the SED will be accepted by AESDirect.

What are Lookups and how do they work?

Lookups enable you to find the correct code for a field simply by entering a word or name. When a Lookup is available, there is an (L) next to the field name.

Here's how it works.

Step 1: In a Lookup enabled field, clear anything in the input field and type a question mark "**?**" and then hit the "**Tab**" key. A new window will open with an input box. Type the string you wish to look up in the window (e.g., enter BAL to find the code for Baltimore), then either click the "Lookup" button or hit the "Enter" key.

Alternately, type a question mark **"?"** and the beginning of the alpha string you wish to look up.

Important: The number of letters you can enter depends on the size of the field. For example, because a state code has only two letters, you can enter only the "?" and one letter. On the other hand, the Schedule B code is 10 digits, so you can enter a full word to search on.

Step 2: When the search is completed, a Lookup response window will open and you will be given a pull-down menu with all of the matches for your search.

Important: If the Lookup response window does not appear, AESDirect has probably already replied but the response has been minimized by your browser. Check the Windows task bar at the very bottom of your screen. If you see a bar labeled "AESDirect: Lookup Results," click on it and the window will open.

Step 3: When the Lookup response window is open, click the down arrow to open the pull-down menu and then click on the value you wish to use to highlight it. If the pull-down menu is too wide to fit in the window, click on the first item shown and the full list will be displayed.

Important: Even if the value you want to select is displayed in the pull-down menu, you must highlight it by clicking on it to select it.

Step 4: When you have selected the value you want to use, click the "Add to Form" button. The U.S. Customs code for that item will then be entered in the form and the Lookup window will close.

If you do not want to add a value to the form, click the "Close Window" button to close the Lookup window without adding a value to the form.

Step 5: If the Lookup did not return any matches, or you wish to try again, you can click the "Try Again" button while the Lookup window is open.

What are pull-down menus and how do they work?

Many fields in AES*Direct* have a pull-down menu from which you can select the value you want to use. If the default shown is correct, just move on to the next field. To select another value, highlight it in the pull-down box and it will be added to the form.

> *Important: You must select a value when the default is "None Selected" or AESDirect will reject your shipment.*

> *Note also that many entries for Schedule B are too long to be fully displayed and you will not see the pull-down arrow. In that case, simply click on the first entry to highlight it and the full list will be displayed.*

What resources are available in the Support Center?

The Support Center provides detailed information on all aspects of completing your SED filing, including Contact Information, Username/Password Assistance, Frequently Asked Questions, Reference Materials (including AES Code Tables), AES Responses, and Technical Information.

Contact Information

In the Support Center, you will find phone numbers and email links to provide help in completing your SED. For you reference, these are listed below and have also been included in the Appendix on page 60.

AES*Direct*
Technical Support: 877-715-4433 (toll free number)
Email: boc-support@tradegate2000.com

AES
Census Bureau: 800-549-0595 (toll free number)
Email: AskAES@census.gov

SED Information
Regulations: 301- 457- 2238
Commodity Classifications:
   Nondurable Goods: *Schedule B Chapters 1-71:* 301-457-3484
   Durable Goods: *Schedule B Chapters 72-98*: 301- 457-3529

State Department Licenses
Office of Defense Trade Controls: 703-875-6644

Bureau of Export Administration (BXA) Licenses
Washington, DC: 202-482-4811
Western Regional Office: 714-660-0144

Username/Password Assistance

If you forget your username and/or password or wish to change them, simply complete the form in this section and an AES*Direct* support representative will contact you to authenticate and process your request.

Frequently Asked Questions (FAQs)

Here you will find tips about how to use AES*Direct*, as well as answers to common problems other users have experienced. These are updated on a regular basis.

Reference Materials

This section contains detailed information to assist you in completing your SED correctly. It has four sections: U.S. Principal Party in Interest Overview, Exemption Statements, AES Code Tables, and HTS Numbers not Valid for Export.

U.S. Principal Party in Interest Overview

The USPPI (U.S. Principal Party in Interest) is the new definition for the exporter on the SED. For your reference, this overview is included in the Appendix on page 73.

Exemption Statements

Because no paper SED accompanies your shipment, you must include an AES Exemption Statement on your shipping documentation (e.g., bill of lading, air waybill, or other commercial documents) so Customs can access and review the information you submitted.

For details on how to create a proper exemption statement, see "How do I prepare my shipping documents when using AESDirect?" on page 10. For your reference, a list of Exemption Statements that can be used by AES*Direct* filers is included in the Appendix on page 72.

AES Code Tables

This section of the Support Center contains all the codes used in Lookups for the SED fields as well as links to databases containing these codes that are on other web sites:

> *Important: All code tables are updated by AESDirect every Monday so the information in the Support Center listings and the Lookups is always timely.*
>
> *Note also that AESDirect is not responsible for the accuracy or timeliness of information at other sites.*

The AES Code information available in or from the Support Center is listed below. Note that some people find it helpful to look up the codes here before beginning to complete their SED filing rather than use the Lookup function.

- **Commodity Numbers**: Schedule B and HTS

- **Country and Territory Codes**: Schedule C

- **State Codes**: Mexico, Canada, U.S.

- **U.S. Ports**: Schedule D

- **Foreign Ports**: Schedule K

- **IATA Codes**: Air

- **SCAC Codes**: Truck, Vessel, and Rail

- **AES Codes**: Units of Measure, Export Information Codes, License Codes, Equipment Description Codes

HTS Numbers not Valid for Export

You may use either the Schedule B or the HTS number to indicate the commodity you are shipping. However, some HTS numbers are not valid for export. These are listed in this section.

AES Responses

As described in "What are U.S. Customs AES responses and what do they mean?" on page 12, once AES*Direct* has submitted your shipment information and it has been accepted, the Customs AES computer sends a confirming response to AES*Direct* and AES*Direct* then emails this detailed Customs response to the email addresses included in the SED.

In this section of the Support Center, you can find a complete description of any response from AES. Simply enter the 3-digit code from the AES response and click the "View" button, and the message's meaning and your required response (if any) will be displayed.

Technical Information

This section explains the system requirements for using AES and provides a link to download the Adobe Acrobat plug-in.

How do I link to other government sites for more detailed information?

From the AES*Direct* Home Page, you can link to other government sites for detailed information. These are:

AES: http://www.customs.gov/AES

Census Bureau: http://www.census.gov/

U.S. Customs: http://www.customs.gov/

USATrade.gov: http://www.usatrade.gov/website/website.nsf

Three other links to government sites can be accessed from the Partner Sites page which is accessible from the AES*Direct* Home Page. These are:

U.S. Department of Commerce: http://www.commerce.gov/

U.S. Treasury Department: http://www.ustreas.gov/

Bureau of Export Administration (BXA):   http://www.bxa.doc.gov/

Completing SED Data Fields

How do I complete the Shipment Information section of my SED?

The Shipment Information section is mandatory for **all** SED filings. As explained below, some fields in the Shipment Information section of the SED are mandatory for all shipments, some are conditional depending on the nature of the shipment, and others are optional and are completed at the discretion of the filer. If an (L) is shown next to a field name below, it means a Lookup is available.

USPPI Code (L)

Mandatory field. USPPI codes are issued by AES*Direct*. The code is a 4-charcter alpha, plus the ID Number of the exporter.

> *Important: You **cannot** submit an SED for an exporter without this code. If you are an exporter, this is your code. If you are forwarder, this is the code you were issued for this exporter. Note that a forwarder or consolidator for a shipment **cannot** be listed as a USPPI in this field.*

Email Response Address

Mandatory field. The default for this field is the email address you gave when you registered for AES*Direct*. In this field you can enter email addresses for other parties you want to receive the response from the U.S. Customs AES system.

> *Important: You may overwrite your email address if you do not wish to be notified on this shipment. You have up to 35 characters to enter email addresses, but be sure to separate them by commas.*

Shipment

Mandatory field. This is **your** reference number for the shipment. It can be any alpha/numeric combination up to 17 characters.

> *Important: The only requirement is that the shipment numbers for an exporter must be unique for five years.*

Booking

Conditional field. The booking number is *mandatory* for all vessel shipments. Use the booking number issued by the ocean carrier.

> *Important: If you are using an NVOCC for the shipment, you must use their booking number not that of the ocean carrier.*

If you do not know the booking number when you are ready to submit your SED, enter *UNKNOWN* in the field. When you know the number, retrieve the shipment and enter the number.

Origin State (L)

Mandatory field. Lookup is by state name. Enter the two-letter state code or use Lookup to find the code. Because this is a two-digit code, you can enter up to one alpha character when using Lookup.

Note that state of origin is defined as "the state in which the merchandise actually starts its journey to the port of export; or the state of the commodity of the greatest value; or the state of consolidation."

Foreign Trade Zone

Optional field. If the point of origin for the shipment is a foreign trade zone, enter the 5-character code assigned by the Foreign Trade Board.

Port of Export (L)

Mandatory field. Lookup is by port name for the 4-digit Schedule D code for port of export or border crossing point. You can enter up to three alpha characters when using Lookup.

> *Important: For transshipments to Canada, the port of export is the port where the shipment crosses the U.S./Canadian border, not the port from which the goods are shipped to the country of destination.*

Country of Destination (L)

Mandatory field. Lookup is by country name for the 2-digit ISO code for country of ultimate destination. You can enter one alpha character when using Lookup.

Port of Unlading (L)

Conditional field. Lookup is by port name. The Schedule K or D code is required for *all* vessel shipments and for *air* shipments between the U.S. and Puerto Rico. Note that you can enter up to 4 alpha characters when using Lookup. If you cannot find the port, try searching on the country name to see all ports in that country.

Departure Date

Mandatory field. Date of departure from the U.S. or date of clearance if date of departure is not known. The date should be entered as: *YYMMDD*.

> *Important: If you do not know the exact date of export, AESDirect allows you to provide your best estimate. When you know the date, retrieve your shipment and correct it.*

Mode of Transport

Mandatory field. Pull-down menu for selection. Click on the correct mode for this shipment from the options in the pull-down box and the correct two-digit code will be entered in this field.

> *Important: Note that for transshipments to Canada, the mode of transport should be that of border-crossing carrier, not that of the carrier that transports the goods to the country of destination.*

Carrier SCAC/IATA (L)

Mandatory field. Lookup is by carrier name. When you click on the name, AES*Direct* will enter the 4-digit SCAC code for vessel, rail, and truck shipments and the 2-or-3-digit IATA code for air shipments.

> *Important: If you are using an NVOCC and have entered their booking number, you must enter their SCAC code in this field, not that of the ocean carrier.*
>
> *Note also that for transshipments to Canada, the carrier code should be that of the border-crossing carrier, not that of the carrier that transports the goods to the country of ultimate destination.*

The following exceptions apply to this field:

- For certain modes of transport, there is no carrier. Enter ***UNKN*** for: 32-Auto, 33-Pedestrian, 34-Road, Other, 60-Passenger, Hand Carried, 70-Fixed Transport Installation: Pipeline & Powerhouse.

- If the carrier's SCAC or IATA code is not listed in Lookup and you cannot obtain the code from the carrier, as a last resort, you may still file your SED using the following codes:
  - ***UNMT*** Unknown Mexican Trucker
  - ***UNFA*** Unknown Foreign Air Carrier
  - ***UNUA*** Unknown U.S. Air Carrier
  - ***UNCA*** Unknown Canadian Air Carrier
  - ***UNKN*** Other Unknown Carriers (All Modes)

Important: For complete details on unlisted SCAC or IATA codes, click on the Help link next to the field.

Conveyance Name

Mandatory field. The conveyance name is the ***vessel*** name for ocean shipments and the ***carrier*** name for air, truck, and rail shipments. Enter ***UNKNOWN*** for: 32-Auto, 33-Pedestrian, 34-Road, Other, 60-Passenger, Hand Carried, 70-Fixed Transport Installation: Pipeline & Powerhouse.

Vessel Flag (L)

Optional field. Lookup is by vessel name for 2-character ISO Country Code.

Routed Transaction

Mandatory field. There is no default. You must select **Yes** or **No**.

A routed transaction is defined as "an export transaction where the foreign principal party in interest (consignee) authorizes a U.S. forwarding or other agent to facilitate export of items from the United States. In a routed transaction the U.S. Principal Party in Interest remains the entity in the United States that receives the primary benefit monetary or otherwise of the export transaction." For complete details see Appendix, pages 76-77.

Related Company

Mandatory field. **No** is the default. Click the **Yes** button if the companies are related.

Note that a related party transaction is defined as "one between a U.S. exporter and foreign consignee (e.g., parent company or sister company), where there is at least ten percent ownership of each by the same U.S. or foreign person or business enterprise."

Waiver Notice

Mandatory field. **No** is the default. Click the **Yes** button if the person or company claiming drawback received a waiver of prior notice for the exported merchandise.

Hazardous

Mandatory field. **No** is the default. Click the **Yes** button if the shipment is classified as hazardous by the Department of Transportation.

How do I complete the Ultimate/Intermediate Consignee sections of my SED?

The Ultimate Consignee section is mandatory for all SED filings. The Intermediate Consignee is optional at the discretion of the filer. Both consignee sections use the same data fields.

Note the following definitions:

- *Ultimate Consignee* is defined as "the party actually receiving the merchandise for designated end use or the party so designated on the validated export license."

- *Intermediate Consignee* is defined as "the party in a foreign country who makes delivery of the merchandise to the ultimate consignee or the party so named on the export license."

As explained below, some fields in the Consignee sections of the SED are mandatory for all shipments, some are conditional depending on the nature of the shipment, and others are optional and are completed at the discretion of the filer. If an (L) is shown next to a field name below, it means a Lookup is available.

> *Important: If you do not know the ultimate consignee because your cargo will be sold while at sea or in the air, use the "cargo sold en route" procedure noted below. You must update this consignee information within three months of export.*

Code (L)
Optional field. As explained on page 20, "How do I set up and use Consignee Profiles so that the information does not have to be re-keyed?" you can input a consignee code here or use Lookup for previously filed consignees. To eliminate confusion, you should use one coding system – either your own codes or those created by AES*Direct*.

> *Important: If you need to change the data for a consignee, you must use Consignee Maintenance.*

Name
Mandatory field. Note that you must *not* use the ampersand (&) character in the company name. You must spell out "and" instead. Putting an ampersand in a field will cause the data to be cut off at the "&".

For cargo "sold en route" enter SOLD IN ROUTE as the name of the ultimate consignee.

Contact
Optional field

Phone
Optional field

Address 1
Mandatory field. For cargo "sold en route" enter SEA or AIR in this field.

Address 2
Optional field.

City
Mandatory field. For cargo "sold en route" enter the city name of the first port of call.

State (L)
Conditional field. Note that state codes are required for Mexican consignees. Refer to the Mexican state codes found in the Appendix on page 85 or use Lookup next to the state field.

Country (L)
Mandatory field. Enter the two-digit ISO Country Code or use Lookup. For cargo "sold en route" enter the code of the country of first port of call.

Postal Code
Optional field.

How do I complete the Commodity Line Item section(s) of my SED?

You must complete a Commodity Line Item section for each Schedule B commodity in your shipment that is valued at $2,500 or more. *All* SED filings must include at least one line item.

> *Note that when two or more items are classified under the same Schedule B number, they should be reported as one line item with a single quantity, shipping weight, and value unless a validated license requires otherwise or the shipment consists of a combination of foreign and domestic merchandise classified under the same Schedule B number.*

> *Line items for Schedule B numbers valued under $2,500 should not be reported.*

As explained below, some fields in the Line Item sections of the SED are mandatory for all shipments, some are conditional depending on the nature of the shipment, and others are optional and are completed at the discretion of the filer. If an (L) is shown next to the field name below, it means a Lookup is available.

Schedule B/HTS (L)

Conditional field. Enter the 10-digit commodity code. This field is mandatory for all commodities except those covered by limited reporting export codes. These are codes HV, HH, SR, TE, TL, IS, CR, and GP. See the Appendix, pages 81-82, for a full description of these limited reporting codes.

You may use either the Schedule B or the HTS number.

> *Important: You must enter the full 10 digits without periods or hyphens for either the Schedule B or HTS. Be aware that some HTS numbers are not valid for export. An up-to-date list of invalid HTS codes can be found in the Support Center and also by a link next to the Schedule B/HTS field.*

AES*Direct* gives you two ways to find the Schedule B codes for your commodities:

1. Use Lookup and then enter up to the first 10 letters of the commodity name. Note that many codes use the singular, not the plural, form of the noun – e.g., printer, not printers. When you select the appropriate commodity from the pull-down list, the 10-digit Schedule B number will be automatically entered in the field.

Important: If the commodity descriptions for Schedule B in Lookup are very long, you will not see the pull-down arrow. In that case, simply click on the first entry to highlight it and the full list will be displayed.

Note also that the unit of measure for the commodity is given at the end of the entry. This is the unit of measure that you need to select in the pull-down box for 1st or 2nd Unit field.

2. Use the link to the U.S. Census Bureau's web site. Select "Search" and enter the name of the commodity. When results are displayed, click on the correct box to review full information including unit of measure. This is the unit of measure that you need to select in the pull-down box for that field.

Important: You cannot copy the number and paste it into the AESDirect field. You must enter the 10-digit number, without periods.

Description

Mandatory field. Enter a short description of the commodity that will permit verification of the Schedule B number or the description shown on the validated export license.

Marks & Numbers

Optional field. You may enter any relevant information that appears on the merchandise or shipment packaging that can identify the entire shipment or a portion of it.

1st Quantity

Conditional field. Required for all commodities except those covered by limited reporting export codes. These are codes HV, HH, SR, TE, TL, IS, CR, and GP. See the Appendix, pages 81-82, for a full description of these limited reporting codes.

The quantity entered should always be measured in the units selected in the 1st Unit field below.

Important: AESDirect allows you to provide your best estimate of the quantity for the commodity. As soon as you know the actual value you should retrieve the shipment, amend the data, and resubmit to AESDirect.

1st Unit

Conditional field. You must select the unit specified in the Schedule B or HTS manuals. Select the correct unit from the pull-down box giving all valid units of measure.

2nd Quantity

Conditional field. Required for all commodities with two units of measure specified in the Schedule B and HTS manuals. Note that the need for second quantity is very rare and applies primary to pharmaceuticals or mineral/ore shipments. If required, the second quantity entered should be measured in the units selected in the 2nd Unit field below.

> *Important: AESDirect allows you to provide your best estimate of the quantity for the commodity. As soon as you know the actual value you should retrieve the shipment, amend the data, and resubmit to AESDirect.*

2nd Unit

Conditional field. Required only if 2nd Quantity is required. Select the correct unit from the pull-down box giving all valid units of measure.

Value

Mandatory field. Value rounded to the nearest whole U.S. dollar. Do not use the dollar sign or commas.

Value is defined as "selling price or cost if not sold, including freight, insurance, and other charges to the U.S. port of export, but excluding unconditional discounts and commissions of the USPPI to the foreign PPI."

> *Important: AESDirect allows you to provide your best estimate of the value of the commodity. As soon as you know the actual value you should retrieve the shipment, amend the data, and resubmit to AESDirect.*

Gross Weight

Mandatory field. Enter the gross weight in kilograms rounded to the nearest whole number without periods, commas, or quotation marks. To calculate kilograms, multiply the weight in pounds by 0.4536.

Note that for vessel and air shipments you must include the weight of containers in the gross weight. Note also that if the 1st Unit of Measure for the quantity is kilograms, then the gross weight must be greater than or equal to the quantity.

Export Code

Mandatory field. Select the proper code from the pull-down list. Note that the most common export code is *OS: All other exports*. For a full description of export codes, see the Appendix beginning on page 79.

License Type

Mandatory field. Select the proper code from the pull-down list. Note that the most common license type is: *C33: No License Required (NLR)*. A complete list of license codes is included in the Appendix on pages 83.

License

Conditional field. If shipment is licensed, enter the validated license number.

ECCN

Conditional field. If required, enter the ECCN (Export Control Classification Number) of the commodity listed on the Commerce Control List in the BXA (Bureau of Export Administration) Regulations.

Origin

Mandatory field. The default for this field is **Domestic**. Change the indicator if needed, based on definitions below:

> *Domestic exports* are defined as "merchandise grown, produced, or manufactured in the United States (including imported merchandise which has been enhanced in value or changed from the form in which imported by further manufacture or processing in United States)."

> *Foreign exports* are defined as "merchandise that has entered the United States and is being re-exported in the same condition as when imported."

Vehicle

Mandatory field. The default for this field is **No**. Change the indicator to **Yes** for used vehicles except those being shipped to Puerto Rico

VIN/Product ID

Conditional field. Required if Vehicle is **Yes**. Select either VIN (Vehicle Identification Number) or Product ID from the pull-down menu.

Vehicle ID

Conditional field. Required if Vehicle is **Yes**.

Vehicle Title

Conditional field. Required if Vehicle is **Yes**. Enter the unique title number issued by the State Motor Vehicle Administration.

Vehicle State

Conditional field. Required if Vehicle is **Yes**. Enter the two-digit state code for the state in which the Vehicle Title was issued.

How do I complete the Freight Forwarder section of my SED?

The Freight Forwarder section is mandatory for all exporters using a freight forwarder to move their cargo. It should also be completed by forwarders who wish to list another office as the filer for the shipment. For complete information, see "How is the SED information for the Freight Forwarder handled in AES*Direct*?" on page 22.

As explained below, some fields in Freight Forwarder section of the SED are mandatory for all shipments and some are optional and are completed at the discretion of the filer. If an (L) is shown next to a field name below, it means a Lookup is available.

Code

Optional field. If you are an exporter, you can simplify completing this section by creating your own internal code for repeated freight forwarders. Input the code and all mandatory fields on the first transmission. Then, on future shipments, you only need to input their code, and the balance of the information will be attached to your SED submission by AES*Direct*.

> **Important: If you need to change the data for a code, simply enter the correct data. It will overwrite the existing data in the AESDirect service center.**

Name

Mandatory field. Note that you must **not** use the ampersand (&) character in the company name. You must spell out "and" instead. Putting an ampersand in a field will cause the data to be cut off at the "&".

ID Number

Mandatory field. Enter EIN, SSN or D-U-N-S without hyphens.

ID Type

Mandatory field. Select EIN, SSN or D-U-N-S from the pull-down box.

Contact

Mandatory field.

Phone

Mandatory field.

Address 1
Mandatory field.

Address 2
Optional field.

City
Mandatory field.

State (L)
Mandatory field.

Country
Mandatory field.

Postal Code
Mandatory field. Enter 5-digit ZIP Code.

How do I complete the Equipment Details section of my SED?

The Equipment Details section is optional for all SED filings as are all the fields in the section. However if you choose to complete this section you must include at least one equipment number.

Equipment Number
Optional field. Use the container number for containerized shipments.

Seal
Optional field. Use the security number of the seal placed on the equipment.

Equipment Description Code
Optional field. Use the ISO code.

Appendix

End User Terms and Conditions

Please read this before accessing the aesdirect.gov site.

By accessing the Census Bureau, Foreign Trade Division's aesdirect.gov site, you agree to be bound by the terms and conditions below. If you do not wish to be bound by these terms and conditions, you may not use the aesdirect.gov site.

1. All exporters, forwarding agents, carriers or consolidators, etc. using aesdirect.gov to report shipper's export information in accordance with 15CFR parts 30.1 through 30.95 must properly register with this site.

2. By submitting a registration to AES*Direct*.gov, you are hereby certifying that, as the registering company, you are and will continue to be in compliance with all applicable laws and regulations. This includes complying with the security regulations that usernames and passwords be neither written down nor ever disclosed to any unauthorized user or any persons outside of the registered company.

   The registered company is responsible for those persons having authorized use of its username and password. If an employee with access to the username and password leaves the company or otherwise is no longer an authorized user, the company must immediately apply to the Census Bureau AES*Direct* site for a new username and password in order to ensure the integrity and confidentiality of Title 13 data.

   Any violation of these security regulations will result in immediate loss of privilege to use AES*Direct* for a period of up to one (1) year.

3. Use of aesdirect.gov is limited to those reporting export shipments under AES Options 2 and 4 only. Option 2 requires that all information be reported prior to exportation. Option 4 is a post-departure reporting program that is available for reporting shipments by or on behalf of approved exporters only.

4. Prior to reporting "live" shipper's export information through aesdirect.gov, you must successfully pass the on-line certification quiz.

5. Once reporting "live" shipper's export information through aesdirect.gov, you must maintain a 90 percent error-free rate. This includes reporting the information on a timely basis.

6. As a condition to reporting shipper's export information to aesdirect.gov via batch-mode, users must ensure to their Census Representative that all mandatory edits are built into the company software. This application requires all batch transmissions in ANSI X12, set 601 or Customs Proprietary format. For additional information on these mandatory edits, please consult your Census Representative.

7. Limits on reporting through aesdirect.gov: No more than 100 lines per shipment can be reported through interactive keying. No more than 999 lines per shipment can be reported via batch-mode.

8. Users of aesdirect.gov must provide the proper AES exemption statement(s) on the bill of lading, airway bill, or other commercial documentation in accordance with Foreign Trade Statistics Regulations Letter #168 (Amendment 1).

9. Users of aesdirect.gov are encouraged to file corrections, cancellations, or amendments to previously filed shippers export information as soon as the need for such is determined. When a correction, amendment, or cancellation is reported after the required filing time, the user will receive a "warning" message indicating that the shipment was reported late. However, such warning messages will not be counted in determining the 90 percent error free rate indicated in 4 above.

10. The shipper's export information reported through aesdirect.gov is confidential for use solely for official purposes authorized by the Secretary of Commerce in accordance with 13 U.S.C. Section 301(g). Use for unauthorized purposes is not permitted. The shipper's export information may not be disclosed to anyone except the exporter or their authorized agent (15CFR 30.91(a)). The registered company found violating confidentiality will be liable to a penalty.

11. Shipper's export information (except common information) may not be copied to manifests or other shipping documents. Exporters or their authorized agent may not furnish shipper's export information to anyone for unofficial purposes (15CFR30.91(b)).

12. Copies of the shipper's export information may be supplied to exporters or their agents when such copies are needed to comply with official U.S. Government requirements (15CFR30.91 ©).

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13. Filing shipper's export information for exports constitutes a representation by the exporter that all statements and information are in accordance with the export control regulations. The commodity described on the declaration is authorized under the particular license as identified on the declaration, all statements conform to the applicable licenses, and all conditions of the export control regulations have been met.

14. It is unlawful to knowingly make false or misleading representation for exportation. This constitutes a violation of the Export Administration Act, 50 U.S.C. App. 2410. It is also a violation of export control laws and regulations to be connected in any way with altering shipper's export information to effect export.

15. Commodities that have been, are being, or for which there is probable cause to believe they are intended to be exported in violation of laws or regulations are subject to seizure, detention, condemnation, or sale under 22 U.S.C. Section 401.

16. To knowingly make false or misleading statements relating to shipper's export information is a criminal offense subject to penalties as provided for in 18 U.S.C. Section 1001.

17. Violations of the Foreign Trade Statistics Regulations are subject to civil penalties as authorized by 13 U.S.C. Section 305.

AESDirect Privacy Policy

The AESDirect Privacy Policy detailed below explains how we handle Information we collect from you during your visit to the aesdirect.gov web site.

It is important to keep in mind that we do not collect personally-identifiable information (name, address, email address, social security number, or other unique identifiers) on our web site unless we specifically advise you that we are doing so.

Policy for All Visitors

Information Collected and Stored Automatically

When you visit the aesdirect.gov web site to read pages or download information, we automatically collect and store the following non-identifying information:

- The Internet protocol (IP) address from which you access our web site. An IP address is a unique number that is automatically assigned to the computer you are using whenever you are surfing the web.

- The type of browser, such as Netscape or Internet Explorer, and operating system, such as Windows 98 or Linux, used to access our site.

- The date and time our site is accessed, for the purpose of monitoring demand.

- The pages visited, for the purpose of improving the usefulness of our web site by providing helpful links and removing pages that are not read.

- The last site you visited, if that site contained a link to a Census Bureau web page, which indicates how you found this site.

This information does not identify you personally. We maintain the above information in system logs. We use this information to make our site more useful to visitors by learning the number of visitors to our site, the number of pages served, and the level of demand for specific pages. We do not track or record information about identifiable individuals and their visits.

We generally do not use cookies, which are files or file entries placed on your computer's hard drive by a web site that allows monitoring of your use of the site. Some activities, such as using the American FactFinder, do require the use of transient cookies. Transient cookies are only held in memory and go away when you exit the browser.

Information Collected from Email

When you send us personally-identifying information in an email, we use the information you provide only to help us gather the information you might request. In an effort to respond to your request, information you submit may be viewed by various people within the Census Bureau. Public notices issued by the Bureau in which interested persons are invited to comment by email will contain a notice of what we intend to do with the data gathered. Once received, the information in your email is protected in accordance with law (e.g., the Privacy Act and the Freedom of Information Act).

Security, Intrusion, and Detection

For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. An email is not necessarily secure against interception. Whether or not an email is encrypted in transmission depends on your software.

Links to Other Web Sites

Our web site contains links to other federal agencies, international agencies, and private organizations. Once you link to another site you are subject to the policies of the new site.

Policy for Registration and Users of AES*Direct*

AES*Direct* permits submission of export information over the Internet. The following additional policies apply to personally-identifiable information provided in response to a Census Bureau survey or census.

To respond to a survey or census via the Internet, you will have to provide us personally-identifying information. For each survey and census, we provide an explanation to respondents about the confidentiality of the data and the laws that protect that data (e.g., Title 13, United States Code Section 9 (a)).

To protect your privacy, in the remote chance that your survey or census responses are intercepted, all web data submissions are encrypted.

AESDirect uses transient cookies.

Transient cookies are only held in memory and go away when you exit the browser. For additional information on Cookies and Encryption in AES*Direct* see pages 65-66.

Address questions concerning this policy to: boc-support@tradegate2000.com Attn: Policy Office.

System Requirements/Browser Support

AES*Direct* requires only that your computer meet the following specifications and be capable of running one of the web browsers listed below:

> **Operating System**: Windows 95, Windows 98, Windows NT, Windows Millennium (Me) or Windows 2000
> **Processor**: 486DX2/66 or Faster (i.e. Intel Pentium, AMD K6 or K7)
> **Memory**: At Least 16MB (Windows 95/98), 32MB (Windows NT)
> **Hard Drive Space**: 25-100 MB

Connection Speed
If you are using a modem to access AES*Direct* you should have a modem capable of at least 28.8 Kbps. Modems that are capable of higher rates (33.6 Kbps or 56 Kbps) are recommended for better performance.

Supported Web Browsers
AES*Direct* was designed to support Netscape Navigator/Communicator Versions 4.06 and higher, and Microsoft Internet Explorer Version 4.0, 4.01, 5.0, and 5.01. Use of other versions or browsers is not supported.

Scripting
AES*Direct* uses javascript. Please make sure that you have javascript enabled in your browser, otherwise you will not be able to use AES*Direct*.

Cookies
Please make sure that you have cookies enabled in your browser. AES*Direct* uses cookies. In Netscape Communicator settings for cookies are found in the "Advanced" section of the preferences dialog. In Internet Explorer settings for cookies are found on the "Advanced" tab of the "Internet Options" dialog, in the section labeled "Security".

Adobe Acrobat Reader
There are several documents on the U.S. Customs and U.S. Census Bureau web sites that are linked to from AES*Direct* that require Adobe Acrobat Reader. Acrobat Reader is free and distributed via the Adobe website.

Encryption
All connections to and from AES*Direct* that contain export information or your username and password are encrypted using SSL (Secure Sockets Layer) v3.0.

AES*Direct* uses a IIS 4.0 and a Global Server ID from Verisign to enable 128-bit RC4 encryption for all transactions in the AES*Direct* application. Because we use a Global Server ID rather than a standard server ID, 128-bit encryption is possible with both domestic (US) and export browsers. If you have a browser

with export grade encryption (most people do) you will not have to upgrade your browser.

If you are using a browser that will not support 128 bit encryption you will not be able to access the AES*Direct* application or tutorial (See Web Browsers section above for details on obtaining a compatible browser).

America Online Users

You can use America Online (AOL) to access the AES*Direct* website, however, the browser that is included with AOL will not function correctly with AES*Direct*. In order to use AES*Direct* you will need to install a separate web browser rather than using the browser that is included in the AOL software. Information on obtaining web browser can be found in the Supported Web Browsers section above.

Option 4: Post-departure Letter of Intent Outlines

USPPIs can select one of two options when applying for Option 4: Post-departure SED filings. Details can be found on the pages listed below:

- USPPIs who intend to use an agent to file see page 67 below
- USPPIs who intend to send their own transmissions see page 69

The Option 4 letter of intent should be sent by mail or faxed to the U.S. Census Bureau as noted below:

Mail: Chief, Foreign Trade Division
Bureau of the Census
Suitland and Silver Hill Roads
Washington, DC 20233

Fax: (301) 457-1159

USPPIs who intend to use an agent to file:
Letters of Intent for the USPPI should be on company letterhead and must include:

- ***Company Name, Address, City, State, Postal Code***
  List the name and address of USPPI. PO Boxes are not allowed.

- ***Company Contact Person, Phone Number, Fax Number, Email Address***
  List name, phone number, fax number, email address of USPPI's employee designated as company contact.

- ***Technical Contact Person, Phone Number, Fax Number, Email Address***
  List name, phone number, fax number, email address of contact person at agent used to send transmissions.

- ***Corporate Office Address, City, State, Postal Code***
  If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.

- ***Computer Site Location Address, City, State, Postal Code***
  List the address of the agent where the transmissions will be initiated.

- ***Type of Business***
  The type of business must be "Exporter" because only USPPIs are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved USPPIs.

- ***Options applied for***
  Exporters indicate for which of the following you are applying: AES Option 2, 3, 4 or "Option 4 and Option 2"

- ***U.S. Ports of Export currently utilized***
  List by name and/or Schedule D code

- ***Average Monthly Volume***
  TOTAL average monthly number of export shipments must be stated in terms of paper SEDs, and AES lines submitted under the EINs designated below. USPPIs may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

- ***Average Number of Monthly Paper SEDs submitted***

- ***Average Number of Monthly AES lines reported***
  For exporters filing AES Option 2 data directly or through an AES forwarder

- ***Average Monthly Value of Export Shipments***
  Average TOTAL monthly export value must be stated in terms of Paper SEDs, and AES lines submitted under the EINs designated below. USPPIs may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

- ***Average Value of Monthly Paper SEDs submitted***

- ***Average Value of Monthly AES lines reported***
  For USPPIs filing AES Option 2 data directly or through an AES forwarder

- ***Filer Code - EIN***
  List all EINs used by the USPPI

- ***Software Vendor Name, Contact and Phone Number***
  Can be omitted. Will be provided by the agent. If using AES*Direct* state "AES*Direct*."

- ***Look-a-Like Remote to Copy***
  Can be omitted. Will be provided by the agent. If using AES*Direct* state "AES*Direct*."

- ***Modes of Transportation***
  List modes of transportation used for export shipments, i.e., Air, Vessel, Truck, Rail, etc.

- ***Types of Merchandise exported***

- ***Types of Licenses or Permits***
  For example, BXA licenses, State Departments licenses, or NRC licenses

  Please note that licensed shipments cannot be reported on a post departure basis without prior approval from the licensing agency.

  Important: The following self-certification statement, signed by an officer of the company MUST be included in your letter of intent:

  "I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations."

USPPIs who intend to send their own transmissions:

Letters of Intent should be on company letterhead and must include:

- ***Company Name, Address, City, State, Postal Code***
  List the name and address of USPPI. Note PO Boxes are not allowed.

- ***Company Contact Person, Phone Number, Fax Number, Email Address***
  List name, phone number, fax number, email address of USPPI's employee designated as company contact.

- ***Technical Contact Person, Phone Number, Fax Number, Email Address***
  List name, phone number, fax number, email address of USPPI's employee designated as technical contact person. Technical contact person is usually the person who manages the data transmissions and related computer issues.

- ***Corporate Office Address, City, State, Postal Code***
  If individual branch location is applying for Option 4, list the address of the main corporate office. If applying to Option 4 under an EIN used by the entire corporation, the LOI must be submitted by the corporate office.

- ***Computer Site Location Address, City, State, Postal Code***
  List the address of the location from which the transmissions will be initiated. If transmissions will be   initiated from various branch locations within the corporation state "Various branch locations within the corporation."

- **Type of Business**
  The type of business must be "Exporter" because only USPPIs are eligible to apply for post-departure filing privileges. Freight forwarders, service centers, and port authorities may act as agents by transmitting Option 4 data for approved USPPIs.

- **Options applied for**
  Exporters indicate for which of the following you are applying: AES Option 2, 3, 4 or "Option 4 and Option 2"

- **U.S. Ports of Export currently utilized**
  List by name and/or Schedule D code

- **Average Monthly Volume**
  Average TOTAL monthly number of shipments must be stated in terms of Paper SEDs, and AES lines submitted under the EINs designated below. USPPIs may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

- **Average Number of Monthly Paper SEDs submitted**

- **Average Number of Monthly AES lines reported**
  For exporters filing AES Option 2 data directly or through an AES forwarder

- **Average Monthly Value of Export Shipments**
  Average TOTAL monthly export value must be stated in terms of Paper SEDs, and AES lines submitted under the EINs designated below. USPPIs may obtain these numbers from their export departments or agents. If monthly averages are not available, provide figures for recent months and label the figures with the month and year.

- **Average Value of Monthly Paper SEDs submitted**
  Average Value of Monthly AES lines reported (for USPPIs filing AES Option 2 data directly or through an AES forwarder)

- **Filer Code - EIN**
  List all EINs used by the USPPI

- **Software Vendor Name, Contact and Phone Number**
  State name of software vendor. If doing in-house programming state "In-house Programming." If using AES*Direct* state "AES*Direct*."

- ***Look-a-Like Remote to Copy***
  Can be omitted. Will be provided by the vendor. If using AES*Direct* state "AES*Direct*."

- ***Modes of Transportation***
  List modes of transportation used for export shipments, i.e., Air, Vessel, Truck, Rail, etc.

- ***Types of Merchandise Exported***

- ***Types of Licenses or Permits***
  For example, BXA licenses, State Departments licenses, or NRC licenses

Please note that licensed shipments cannot be reported on a post departure basis without prior approval from the licensing agency.

Important: the following self-certification statement, signed by an officer of the company MUST be included in your letter of intent:

"I hereby certify that **Company Name** is, and will continue to be, in compliance with all applicable laws and regulations."

AES Exemption Statements

The following exemption statements must be placed on the first page of the bill of lading, air waybill, or other commercial documents for a shipment and must be clearly visible.

For each exemption statement, *two* versions are supplied. The first should be used when the all commodities on a shipment are reported in AES. The second is to be user when some commodities in a shipment are valued at less than $2,500 and are not reported in AES.

Option 2 shipment

NO SED REQUIRED-AES -(Filer EIN, SSN or D-U-N-S) - (shipment number)

NO SED REQUIRED-AES-(Filer EIN, SSN or D-U-N-S) - (shipment number) and REMAINDER OF SHIPMENT VALUED $2500 OR LESS PER INDIVIDUAL SCHEDULE B NUMBER

Option 4 shipment filed by approved USPPI

NO SED REQUIRED-AES-OPT4-(Exporter 9 or 11-character EIN or D-U-N-S)

NO SED REQUIRED-AES-OPT4-(Exporter 9 or 11-character EIN or D-U-N-S) and REMAINDER OF SHIPMENT VALUED $2500 OR LESS PER INDIVIDUAL SCHEDULE B NUMBER

Option 4 shipment filed by forwarder on behalf of approved USPPI

NO SED REQUIRED-AES-OPT4-(Exporter 9 or 11-character EIN or D-U-N-S)- (Forwarder EIN or D-U-N-S)

NO SED REQUIRED-AES-OPT4-(Exporter 9 or 11-character EIN or D-U-N-S) (Forwarder EIN or D-U-N-S) and REMAINDER OF SHIPMENT VALUED $2500 OR LESS PER INDIVIDUAL SCHEDULE B NUMBER

USPPI (U.S. Principal Party in Interest) Overview

This document is an overview of Foreign Trade Statistics Regulations (15 CFR Part 30) covering U.S. Principal Party in Interest and Forwarding Agent Responsibilities, and Power of Attorney.

Exporter of Record Replaced by U.S. Principal in Interest (USPPI)

The U.S. Principal Party in Interest - The person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction.

> *Generally That Person Can Be The:*
>
> - *U.S. Seller* (wholesaler/distributor) of the merchandise for export.
>
> - *U.S. Manufacturer* if selling the merchandise for export.
>
> - *U.S. Order Party* - Party who directly negotiated between the U.S. seller and foreign buyer and received the order for the export of the merchandise.
>
> - *Foreign Entity if in the U.S*. when items are purchased or obtained for export.

Responsibility of USPPI and Forwarding Agent in a *Normal* Export Transaction

USPPI

- Prepare the SED/AES record OR authorize a forwarding or other agent to prepare and file the SED/AES record, with a power of attorney, written authorization, or signing the authorization on the paper SED.

- If authorizing a forwarding or other agent, provide information to such agent for completing the SED/AES record.

- Maintain documentation to support the information reported on the SED/AES record.

Forwarding Agent

- Prepare the SED/AES record based on information received from the exporter (USPPI) or other parties to the transaction.

- Obtain a power of attorney, written authorization, or signed authorization on the paper SED from a principal party in interest.

- Provide the exporter (USPPI) with a copy of the export information filed in the form of a completed SED, electronic facsimile, or in a manner prescribed by the exporter (U.S. principal party in interest).

- Maintain documentation to support information reported on the SED/AES record.

Responsibility of USPPI and Forwarding Agent in a *Routed* Export Transaction (see also pages 76-77)

USPPI

- Provide basic commodity information to the forwarding or other agent for completing the SED/AES record, including name, EIN, Schedule B number, and value, excluding ultimate consignee.

- Maintain documentation to support information provided to the forwarding or other agent.

    NOTE: In a routed export transaction, the USPPI is not required to provide the forwarding or other agent with a power of attorney or written authorization. For complete details see Appendix page 76.

Forwarding Agent

- Prepare, sign, and file the SED based on information obtained from the exporter (USPPI) and/or other parties to the transaction.

- Obtain a power of attorney or written authorization from the foreign principal party in interest to act on its behalf in the export transaction.

- Maintain documentation to support information reported on the SED/AES record.

- Upon request, provide the USPPI with documentation that the information provided by the USPPI was accurately reported on the SED/AES record.

Key Definitions

Principal Parties In Interest

Those persons in a transaction that receive the primary benefit, monetary or otherwise, of the transaction. Generally the principals in a transaction are the seller and buyer. In most cases, the forwarding agent is not a principal party in interest.

Routed Export Transaction

A transaction where the foreign principal party in interest authorizes a U.S. forwarding or other agent to facilitate export of items from the United States.

Ultimate Consignee

The principal party located abroad that receives the exported or re-exported items. The ultimate consignee is not a forwarding agent or intermediary but may be the end user.

Exporter

The person in the United States who has the authority of a principal party in interest to determine and control the sending of items out of the United States. Note that Foreign Trade Statistics Regulations have a different definition for the term "exporter". Under the FTSR, the "exporter" is the USPPI. (See Foreign Trade Statistics Regulations title 15 part 30).

Intermediate Consignee

The person that acts as an agent for a principal party in interest for the purpose of effecting delivery of items to the ultimate consignee. The intermediate consignee may be a bank, forwarding agent, or other person who acts as an agent for a principal party in interest.

Forwarding Agent

The person in the United States who is authorized by a principal party in interest to perform the services required to facilitate the export of items from the United States. This may include air couriers or carriers. In routed export transactions, the forwarder and exporter may be the same for compliance purposes under the EAR.

Order Party

The person in the United States who conducted the direct negotiations or correspondence with the foreign purchaser or ultimate consignee and who, as a result of these negotiations received the order from the foreign purchaser or the ultimate consignee.

For Further Clarification of these regulations call the U.S. Census Bureau - Regulations (301) 457-2238

Responsibilities of Parties in a Routed Export Transaction

A routed export transaction is one in which the foreign principal party in interest authorizes a U.S. forwarding or other agent to prepare and file the SED or AES record. In such a transaction, the exporter (USPPI) and forwarding agent have distinct responsibilities as explained below.

Exporter (USPPI) Responsibilities

In a routed export, the exporter (USPPI) must maintain documentation to support the information provided to the forwarding or other agent for preparing the SED or AES record as specified in Sec. 30.11. The USPPI must also provide such forwarding or other agent with the following information to assist in preparing the SED or AES record:

1. Name and address of the USPPI
2. USPPI's EIN, SSN, or D-U-N-S
3. Point of origin (State or FTZ)
4. Schedule B description of commodities
5. Domestic (D), foreign (F), or FMS (M) code
6. Schedule B number
7. Quantity/unit of measure
8. Value
9. Upon request from the foreign principal party in interest or its agent, the Export Control Classification Number (ECCN) or sufficient technical information to determine the ECCN
10. Any information that it knows will affect the determination of license authority.

Note to above paragraph: For items in 9 and 10, where the foreign principal party in interest has assumed responsibility for determining and obtaining license authority, the EAR sets forth the information sharing requirements that apply at 15 CFR 758.3(c) of the EAR.

Forwarding or Other Agent Responsibilities

In a routed export transaction, the forwarding or other agent is responsible for:

- Obtaining a power of attorney or written authorization from the foreign principal party in interest to prepare and file the SED or AES record on its behalf

- Preparing, signing, and filing the SED or AES record based on information obtained from the exporter (USPPI) or other parties involved in the transaction

- Maintaining documentation to support the information reported on the SED or AES record, and upon request by the exporter (USPPI), provide appropriate documentation to the exporter (USPPI) verifying that the information provided by the exporter (USPPI) was accurately reported on the SED or AES record.

The forwarding or other agent must also provide the following export information on the SED or AES record:

1. Date of exportation
2. Bill of lading/air waybill number
3. Ultimate consignee
4. Intermediate consignee
5. Forwarding or other agent name and address
6. Country of ultimate destination
7. Loading pier
8. Method of transportation
9. Exporting carrier
10. Port of export
11. Port of unlading
12. Containerized
13. Weight
14. ECCN
15. License Authority
16. Signature in the certification block on the paper SED (block 24 on Commerce Form 7525-V and block 36 on Commerce Form 7525-V-ALT). In a routed export transaction the exporter (USPPI) must be listed as the USPPI on the AES record.

   Note to above paragraph: For items in 15 and, where the foreign principal party in interest has assumed responsibility for determining and obtaining license authority, the EAR sets forth the information sharing requirements that apply at 15 CFR 758.3(c) of the EAR.

SED: Valid Units of Measure

The Unit of Measure for a given commodity is determined by the Schedule B Code of the Commodity. The following is a complete list of U.S. Customs acceptable units. *Please note: you must use the units required by the Schedule B code for your commodities.*

Unit Name	Unit Abbreviation
Barrels	BBL
Hundred	HUN
Carats	CAR
Content Tons	CTN
Dozen	DOZ
Dozen Pieces	DPC
Square	SQ
Dozen Pairs	DPR
Gross	GRS
Thousand	THS
Millicuries	MC
Number	NO
Pieces	PCS
Pairs	PRS
Running Bales	RBA
Packs	PK
Cubic Meters	M3
Kilograms	KG
Meters	M
Square Meters	M2
Grams	GM
X no unit required [leave quantity blank]	X
Thousand Cubic Meters	KM3
Clean Yield Kilograms	CYK
Ton	T
Fiber Meters	FBM
Thousand Meters	THM
Content Gram	CG
Liters	L
Proof Liters	PFL
Kilogram Total Sugar	KTS
Curie	CUR
Gross Containers	GCN
Content Kilograms	CKG
Jewels	JWL
Gross Lines	GRL
Ton Raw Value	TNV
Square Centimeters	CM2
Ozone Depletion Units	ODE

SED: Export Codes

Please Note: In those cases where the items listed below require a validated Export License, complete shipment information must be reported. No exemptions apply.

Complete Shipment Information Required

Code Description

TP Temporary exportations of domestic merchandise which are to be processed, manufactured or assembled abroad and returned to the United States

IP Shipments of goods originally imported temporarily free under bond (TIB) exported after being processed or manufactured into a new article in the United States IR Shipments of goods originally imported temporarily free under bond (TIB) exported after being repaired or altered in the United States, (Report value of repairs only under Schedule B No. 801.10.0000)

DB Drawback

CH Shipments of goods donated for relief or charity provided for in chapters 1 through 97 of Schedule B, Classification of Exports. Specific goods listed below should be reported under the appropriate Chapter 98 numbers as follows:

1. Commingled food products--Schedule B No. 9802.10.0000
2. Medicinal and pharmaceutical products--Schedule B No. 9802.20.0000
3. Wearing apparel--Schedule B No. 9802.30.0000

FS Foreign Military Sales program conducted on the basis of formal contracts or agreements between the U.S. government and an authorized recipient, being shipped on a commercial carrier

OS All other exports

Complete Shipment Information Required – Low Value

Code Description

LC Shipments valued $2,500 or less per Classification Number (15 CFR Sec. 30.55(h)):
1. Destined to countries other than those included in Groups T & V, (See Supplement No. 1 to Part 770, Export Administration Regulations)
2. All shipments regardless of value or destination:
   3) Requiring a validated license.
   3) Subject to the International Traffic in Arms Regulations, even if exempt from licensing.
   3) Requiring a Drug Enforcement Administration export permit.

No Shipment Information Required (Exemption)– Low Value

Code   Description

LV   Shipments valued $2,500 or less per Classification Number (15 CFR Sec. 30.55(h)) under any General License destined:
1. To Countries included in Groups T & V (See Supplement No. 1 to Part 770, Export Administration Regulations).
2. Between the U.S. and Puerto Rico.
3. Shipments to the U.S. Virgin Islands.

Other Exemptions – No Shipment Information Required

Code   Description

SS   Carriers' stores (15 CFR Sec. 30.56(c)) not intended for unloading in a foreign country--Supplies and equipment for departing vessels, planes, or other carriers, including usual and reasonable kinds and quantities of:
1. Bunker fuel.
2. Provisions.
3. Medicinal and surgical supplies.
4. Food stores.
5. Other supplies, including merchandise for sale to passengers for consumption on board.
6. Carrier stores shipped by a U.S. airline to its own installations abroad (includes merchandise unladen in a foreign country).

MS   All commodities consigned to the US armed forces for their exclusive use (15 CFR Sec. 30.52) including those to:
1. Armed services exchange systems.
2. Military bases for construction and maintenance.

GS   Shipments to US government agencies and their employees for their exclusive use (15 CFR Sec. 30.53):
1. Office furniture, equipment and supplies.
2. Food, medicine or related items.
2. Supplies and equipment sent to US embassies or diplomatic missions for their own use.
3. Books, maps, charts, pamphlets, and similar articles shipped by US government to libraries, government establishments or similar institutions.

DP   Diplomatic pouches and their contents (15 CFR Sec. 30.55(a))

HR   Human remains with accompanying receptacles and flowers. (15 CFR Sec. 30.55(b))

UG   Single gift parcels covered by Bureau of Export Administration General License GIFT. (15 CFR Sec. 30.55(g))

IC   Interplant correspondence executed invoices and other records from a US firm to its subsidiary or affiliate. (15 CFR 30.55(i))

SC Instruments of international trade, exported without transfer of ownership or title: shipping containers, tanks returning for refilling, paper cores, bobbins, racks, reels, spools, etc. (15 CFR Sec. 30.33)

DD Other exemptions:
1. Currency (both US and foreign)
2. Airline tickets
3. Bank notes
4. Internal revenue stamps
5. State liquor stamps (strip stamps are same as liquor stamps)
6. Advertising literature
7. Export of articles imported temporarily for use by representatives of foreign governments of international organizations or members of armed forces of a foreign country

Limited Shipment Information Required – (Report all information except Classification Numbers, Quantities, and Domestic/Foreign Indicator)

Code   Description

HV Personally owned vehicles being exported as household effects, [Additional Reporting Elements, a) Vehicle Identification Number, b) Vehicle Title Number, and c) Vehicle Title State] provided that the vehicles are:
1. Owned by the exporter or his immediate family,
2. In the possession of the exporter at the time of or prior to departure,
4. Necessary and appropriate for the use of the exporter or his immediate family,
4. Intended for the exporter's use or the use of his immediate family, and
5. Not intended for sale.

HH Personal and household effects and tools of trade, including usual and reasonable kinds of furniture, clothing, instruments, tools, and other effects, provided that the articles are:
1. Owned by the exporter or his immediate family,
2. In the possession of the exporter at the time of or prior to departure,
3. Necessary and appropriate for the use of the exporter or his immediate family,
4. Intended for the exporter's use or the use of his immediate family, and
5. Not intended for sale.

SR Shipments of domestic and foreign merchandise exported by a U.S. vessel carrier line, shipped to the vessel carrier line's own overseas warehouse for exclusive use aboard its own carriers.

TE Temporary exportations which are not sold or offered for sale and are at the time of shipment definitely intended to be returned to the United States in the same condition as exported:
1. Goods for exhibition or demonstration and return to the United States
2. Goods to be tested or evaluated and returned to the United States
3. Goods to be inspected, calibrated, etc. and returned to the United States
4. Goods to be repaired and returned to the United States

5. Goods for participation in races or contests
6. Goods for temporary use in international waters or for temporary use in Foreign countries for research, exploration, construction and similar projects

TL Merchandise exported under lease where the leasing period is less than one year

IS Shipments of goods originally imported temporarily free under bond (TIB) for return in the same condition as imported:
1. Goods previously imported for testing, experimentation, demonstration, review, etc
2. Goods previously imported for exhibition, illustrations, etc
3. Samples, models previously imported for review or for taking orders
4. Goods previously imported for participation in races or contests
5. Animals previously imported for breeding, exhibition

CR Goods moving under a carnet (international license – not entered)

GP Shipments under U.S. government contract for the construction of facilities overseas

Shipment Information Reported as In-Transit (Future)

Code Description

RJ Inadmissible Merchandise

SED: License Types

Bureau of Export Administration (BXA)

C30 - LICENSES (BXA REGULATIONS)

C31 - SCL (SPECIAL COMPREHENSIVE LICENSE) PART 752

C32 - NLR (NO LICENSE REQUIRED) EAR PART 758 COVERED BY ENTRIES ON THE COMMERCIAL CONTROL LIST WITH "NS COLUMN 2" CONTROLLED OR "NS" REASONS

C33 - NO LICENSE REQUIRED (ALL OTHERS)

C35 - LIMITED VALUE SHIPMENTS (LVS) PART 740.3

C36 - GBS (SHIPMENTS TO B COUNTRIES) PART 740.4

C37 - CIV (CIVIL END USERS) PART 740.5

C38 - TSR (RESTRICTED TECHNOLOGY AND SOFTWARE) PART 740.6

C39 - CTP (COMPUTERS) PART 740.7

C40 - TMP (TEMPORARY IMPORTS, EXPORTS AND REEXPORTS) PART 740.9 CONSOLIDATES THE FOLLOWING CATEGORIES:TEMPORARY EXPORTS AND REEXPORTS; ITEMS TEMPORARILY IN THE U.S.; BETA TEST SOFTWARE

C41 - SERVICING AND REPLACEMENT OF PARTS AND EQUIPMENT (RPL) PART 740.9

C42 - GOV (GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS) PART 740.10 CONSOLIDATES: INTERNATIONAL SAFEGUARDS; SHIPMENTS TO U.S. AGENCIES AND PERSONNEL, SHIPMENTS TO AGENCIES OF COOPERATING GOVERNMENTS

C43 - GFT (GIFT PARCELS AND HUMANITARIAN DONATIONS) PART 740.11

C44 - TSU (TECHNOLOGY AND SOFTWARE - UNRESTRICTED) PART 740.12 CONSOLIDATES: OPERATING TECHNOLOGY AND SOFTWARE; SALES TECHNOLOGY AND SOFTWARE; SOFTWARE UPDATES; GENERAL SOFTWARE NOTE

C45 - BAG (BAGGAGE) PART 740.13

C46 - AVS (AIRCRAFT AND VESSELS) PART 740.14

C47 - ADDITIONAL PERMISSIVE REEXPORTS)

C48 - KEY MANAGEMENT INFRASTRUCTURE

C49 - TRANS ALASKA PIPELINE OIL EXPORTS

C50 - ENC - ENCRYPTION COMMODITIES AND SOFTWARE

State Department

SAG - AGREEMENTS

S00 - LICENSE EXEMPTION CITATION

S05 - DSP-5PERMANENT EXPORT OF UNCLASSIFIED DEFENSE ARTICLE
AND SERVICES

S61 - DSP-61 TEMPORARY IMPORT OF UNCLASSIFIED ARTICLES

S73 - DSP-73TEMPORARY EXPORT OF UNCLASSIFIED ARTICLES

S85 – DSP-85 TEMPORARY OR PERMANENT IMPORT OR EXPORT OF
CLASSIFIED ARTICLES

Office of Foreign Assets Control (OFAC)

T11 - OFAC GENERAL EXPORT LICENSE CFR CITATION COVERS CERTAIN
SHIPMENTS THAT OTHERWISE WOULD BE BARREDREQUIRES ENTRY
OF CFR CITATION, OR IF THERE IS NO CFRCITATION, THE FEDERAL
REGISTER CITATION OR GENERAL LICENSE NUMBER

T10 - OFAC SPECIFIC LICENSE ISSUED ONA CASE-BY-CASE BASIS BY OFAC
FOR CERTAIN EXPORT SHIPMENTS THAT WOULD OTHERWISE BE
BARRED BY SANCTION

Nuclear Regulatory Commission (NRC)

N02 - NRC "GENERAL" EXPORT LICENSE CRF CITATION
N01 - NRC FORM 250/250A"SPECIFIC" EXPORT LICENSE FOR NUCLEAR
MATERIALS AND EQUIPMENT/CONDITIONS

Other

OPA - OTHER PARTNERSHIP AGENCY LICENSE NOT LISTED IN TABLES

Mexican State Codes

Code	State	Code	State
AG	Aguascalientes	**MX**	Mexico
BC	Baja California	**NA**	Nayarit
BS	Baja California	**NL**	Nuevo Leon
CH	Chihuahua	**OA**	Oaxaca
CL	Colima	**PU**	Puebla
CM	Campeche	**QR**	Quintana Roo
CO	Coahuila	**QT**	Quretaro
CS	Chiapas	**SI**	Sinaloa
DF	Distrito Federal	**SL**	San Luis Potosi
DG	Durango	**SO**	Sonora
GR	Guerrero	**TB**	Tabasco
GT	Guanajuanto	**TL**	Tlaxcala
HG	Hidalgo	**TM**	Tamaulipas
JA	Jalisco	**VE**	Veracruz
MI	Michoacan	**YU**	Yucatan
MO	Morelos	**ZA**	Zacatecas

Contact Information

For questions regarding AES*Direct* customer service support is available toll free, 12 hours a day, 7 days a week, from 7AM to 7PM Eastern time
>Phone: 877-715-4433
>Email: boc-support@tradegate2000.com

For questions regarding AES, the Census Bureau maintains a toll free number, available Monday through Friday, 9AM to 5 PM
>Phone: 800-549-0595
>Email: AskAES@census.gov

For questions about the regulations governing the SED filing or classification of commodities, contact the Census Bureau at the numbers listed below:
>Regulations: 301- 457- 2238
>Commodity Classifications:
>>*Nondurable Goods*: *Schedule B Chapters 1-71:* 301-457-3484
>>*Durable Goods*: *Schedule B Chapters 72-98*: 301- 457-3529

For questions relating to Option 4 filings, contact Omari Wooden at Census:
>Phone: 301-457-3829

For licensing issues or information contact one of the appropriate licensing agencies:
>*State Department Licenses*
>Office of Defense Trade Controls: 703-875-6644
>
>*Bureau of Export Administration (BXA) Licenses*
>Washington, DC: 202-482-4811
>Western Regional Office: 714-660-0144

For questions, comments, corrections, or suggestions for improvements to this User Guide contact the author:

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AES*Direct* User Guide Index:
Individual SED Filings
Print Version 1.5

Troubleshooting, continued

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